

THE COUNTY OF LOS ANGELES Invites Resumes for



ADMINISTRATIVE DEPUTY, REGIONAL PLANNING (Unclassified)



Filing Period: March 5, 2013 - March 11, 2013

***Restricted to employees of the
Department of Regional Planning***

THE POSITION

The Administrative Deputy, Regional Planning, assists in the administration of the department with particular responsibility for planning, organizing, and directing the work of the administrative operations and planning support services of the department.

EXAMPLES OF DUTIES

- Directs the central administrative operations and planning support services of the department's administrative functional areas including finance, budget, human resources, information technology, geographic information systems, facilities management, materials management, and other administrative support functions.
- Directs the planning, development, and administration of a department's fiscal operations including the collection of revenue and control of expenditures; directs the preparation and analysis of the department's budget and participates in budget negotiations and presentations.
- Directs the planning, administration, and evaluation of the department's human resources program.
- Assists in directing the development and implementation of changes in organization, staffing, and work processing systems to improve business processes, to increase effectiveness and efficiency, and to reduce operational costs.
- Directs the department's centralized contracting operations and activities including the development, administration, and management of contracts and associated contract service monitoring.
- Directs the procurement, inventory control, and supply distribution operations of the department; evaluates and recommends to executive management policies, procedures, instructions and guidelines for the effective operation of the departmental materials management and procurement programs.
- Formulates, implements, and enforces administrative policies for the department, subject to review by the Director of Planning; participates in the development and implementation of departmental goals and objectives.
- Coordinates the department's centralized administrative and planning support functions and services with that of other divisions and programs, County departments, outside agencies, and vendors.
- Designs and implements strategic direction for administrative operations to effectively meet current and future administrative needs for the entire organization.
- Oversees long and short term planning and policy development for the department with particular emphasis on administrative operations and planning support services.
- Oversees the administration and delivery of geographic information services and information technology products and solutions.



QUALIFYING EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, Management, or a closely related field. Two years of responsible experience supervising an administrative service unit of a County department, including responsibility for budget preparation and control and management analysis.

LICENSE: A valid California class C driver license or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

Annual Salary

\$99,524 - \$150,637 (R12). The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

Selection Process

Each candidate's qualifications will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position. Only the most highly qualified candidates will be invited to participate in the selection interview process.

Prior to appointment, a background investigation will be completed on the candidate selected for this position.



The County of Los Angeles is an Active Equal Opportunity Employer

Filing Instructions

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include ALL of the following:

- Candidate's ability to meet the requirements as stated in the Qualifying Education and Experience section of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, and dates of employment.

Please submit resume materials by 5:00 p.m. on March 11, 2013 to:

ExecutiveRecruitment@hr.lacounty.gov

Electronic submittals are preferred. Please indicate the position title of **Admin Deputy Regional Planning** in the subject line of your e-mail. Hard copy submittals will also be accepted and may be sent to the address or fax number listed below.

Confidential inquiries are welcomed to:

PENNY TORRES

**Department of Human Resources - Executive Services Division
Kenneth Hahn Hall of Administration
500 West Temple Street - Room 555
Los Angeles, CA 90012
Phone: (213) 893-9770 • Fax: (213) 613-4773**

Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received. This information will be kept confidential and utilized solely for required statistical purposes.

This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>